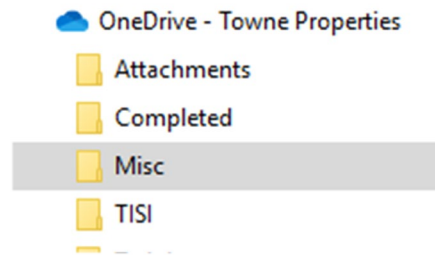


## Logging in to SharePoint

At the district office and the Monastery, each associate had access to a “G:” drive that contained files that only you had access to and there was typically an “S:” drive that contained files for associations and the district. Those are now replaced by OneDrive and SharePoint respectively.

OneDrive acts very much like the G: drive used to. It was listed on the directory tree and you could drag and drop files to it. Whenever you wanted to edit a document that was contained in a OneDrive folder, you just double-clicked, and it opened the local app for that. If you did not have an internet connection, you could still work on files located in your OneDrive directory and it would sync them up when you did have a connection.



SharePoint also can be viewed and treated like a network drive. However, instead of a “mapped network drive” like the “S:” drive, you have an icon in the file manager area *assuming you have performed the Sync functionality*. (The Sync functionality is discussed in this same FAQ section.)

To access SharePoint

- 1 Go to [www.office.com](http://www.office.com)
- 2 Login with your Towne Credentials
- 3 Click on the SharePoint icon or go to the link that you have been provided.

